

**Judicial Assistant to the Chairman,
Executive Committee of the Judicial Conference of the United States**

Official AO Title: Judicial Assistant

Possible Title for District Court: Judicial Assistant to the Chairman,
Executive Committee of the
Judicial Conference of the United States

Classification Level: JSP-11/12

NTE: September 30, 2007

Introduction

This position is a staff position located in the Chief Judge's chamber. The incumbent performs legal and advanced level administrative support services and coordinations in support of the Chief Judge's Judicial Conference functions. The core functions of this position require the incumbent to perform legal research and analysis. To this end, the incumbent must have a solid knowledge base of the law, administration and have sound judgment and tact in handling sensitive and highly confidential matters. The incumbent interacts daily with judges and their support staff, other court unit members, members of the bar and other judicial and executive level officials.

Major Duties

Compile, review and summarize Conference materials in support of the Chief Judge's responsibilities as Chairman of the Judicial Conference's Executive Committee.

Maintain overall control of the Chief Judge's Judicial Conference schedule, and arrange Judicial Conference meetings and other related events, including notification to participants and logistical coordination.

Under the direction of the Chief Judge, draft materials that may include Conference - related memoranda, reports, notices, letters and the like.

Conduct research and analysis, using appropriate legal and administrative resources, in the areas of law and management.

Serve as the primary point of contact for Judicial Conference-related requests regarding Conference functions; obtain information, prepare and transmit replies, draft appropriate substantive replies, and refer requests for more technical information to appropriate staff members in a timely manner.

Serve as liaison and troubleshooter for the Chief Judge on Judicial Conference matters; develop, devise and analyze internal administrative policies, procedures and management processes for the Judicial Conference function.

Prepare, edit and proof correspondence, legal documents, and other materials, from dictation, drafts or notes, for the Chief Judge on Judicial Conference matters.

Review and edit for proper content, accuracy, proper grammar and spelling materials prepared by others for the Chief Judge's signature .

Act as secretariat for meetings, attend to the needs of Chief Judge and other participants, prepare materials, keep notes of proceedings, and write and distribute minutes.

Receive, screen and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance as authorized, maintaining the confidentiality of sensitive matters.

Upon assignment by the Chief Judge, conduct legal research, prepare bench memos, draft orders and opinions, proofread orders and opinions, verify citations, communicate with counsel regarding case management and procedural requirements, and assist the Chief Judge during courtroom proceedings.

Factor 1, Job Requirements:

Thorough knowledge of courts and the law. Law degree preferred but not required. Ability to analyze legal and administrative questions and problems, and apply legal principles to unique factual situations. Ability to conduct legal research and propose solutions based on research. Skill in writing memoranda, orders, notices and other legal documents. Strong analytical, administrative and organizational skills to include, but not limited to, research techniques, word processing and database management. Ability to exercise mature judgment. Skill in written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats. Good knowledge of the courts rules, policies, and procedures. Ability to maintain confidentiality and interact tactfully with a wide variety of persons.

Factor 2, Scope and Effect of Work:

Incumbent's work enhances the Chief Judge's ability to work effectively on Judicial Conference matters. Thus, the incumbent has an impact on the entire judiciary system. Incumbent's work also affects the Chief Judge's interactions with the Administrative Office of the Courts, other courts judge's and officials and the public.

Factor 3, Complexity:

Some aspects of the incumbent's work are standard. Other aspects of the work present challenges in handling a variety of persons, problems, and subject areas. In depth knowledge of legal principles and practices is required. An high level of organizational and administrative coordination skills is essential in this position. Judgment is often exercised in setting priorities, maintaining confidentiality, handling situations and persons tactfully, and acting on behalf of the Chief Judge. Occasional conflicting priorities must be resolved.

Factor 4, Work Parameters:

Work is performed under the supervision of the Chief Judge. Incumbent has moderate to wide discretion to carry out most duties. Written guidelines often used are internal operating manuals, *The Guide to Judiciary Policies and Procedures*, and standard reference works, such as various legal resources, dictionaries or writing style guides.

Factor 5, Personal Interactions:

Incumbent has direct contact with almost every type of person who interacts with the Chief Judge. This includes judges and their staffs, attorneys, the media, court unit executives, Administrative Office and Federal Judicial Center personnel, vendors, law enforcement and executive branch agencies, the general public, litigants, and court staff. These contacts often involve the exchange of information on court system matters thus sound judgment and tact in handling sensitive and highly confidential matters is critical.

Factor 6, Environmental Demands:

Work is usually performed in an office setting. Limited and occasional travel.

APPLICATION PROCESS
<p>Applicants must be U.S. citizens or eligible to work in the United States. The appointment is contingent upon the satisfactory completion of a background investigation. All positions at the United States District Court for the District of Columbia are excepted appointments and are “at will.” The Court requires employees to adhere to a Code of Ethics and Conduct. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Reimbursement is not available for interview or relocation expenses. The Court reserves the right to modify the conditions of this announcement without prior notice. Only applicants selected for an interview will be notified.</p> <p>Applicants must submit a cover letter, a resume which includes education, salary history, and work history and an AO 78, Application for Judicial Branch Federal Employment (www.uscourts.gov). Consideration will be only be given to complete application packets. Incomplete application packets will not be considered. The application package may be submitted via mail, e-mail or fax to:</p>

U.S. DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

ATT: OFFICE OF HUMAN RESOURCES

333 CONSTITUTION AVENUE

WASHINGTON, DC 20001

Fax: (202) 354 - 3528

EMAIL: DCD_HumanResources@dcd.uscourts.gov

For additional inquiries related to this announcement, please contact Walidah Haynes, Human Resources Specialist, at (202) 354-3201.